

**Located on the Ground Floor of the Town Hall**

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**Office Hours: Monday - Thursday 8:30 - 3:00**

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**Board Members**

**Members**

**Associate Members**

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## □ □ **The Board of Appeal Process**



### **FILING:**

**Five (5) copies** of the [Board of Appeal Application](#) , **six (6) copies** of the plans, a request for the abutter list and the filing fee is submitted to the Board of Appeals. The application should clearly reflect what relief you are seeking, include the appropriate section from the Zoning Law, and state the size of the proposed addition or structure. Complete and sign

## **Request for Abbuters List**

(one copy).

The plans should include a certified plot plan, stamped and signed by a Registered Engineer or Land Surveyor, showing the location of all buildings including any proposed building, zoning lines and the location of buildings on adjacent lots, if pertinent. The plans should show the distance from the existing and proposed structures to the lot lines. It is the responsibility of the applicant to ensure that the plans and drawings are up to date, with the date of issue affixed to the sheet. If revisions are made, the date and description thereof should also appear above the issue date in the title box or in the lower right-hand consecutively in ascending order and clearly described in the title box. The revision number shall be shown in the location(s) on the sheet where a change has been made.

The filing fee can be found on the **[Fee Schedule](#)**.

It may be advisable for applicants submitting plans relating to large, undeveloped tracts of land to include existing and proposed topographical data and drainage provisions.

NOTE: The applicant is advised that while Board staff will assist applicants on procedural matters, no legal or other advice shall be given. Applicants must look to their own attorneys or other advisors in

this regard.

The application is “clocked-in” with the Town Clerk.

The law requires a minimum of thirty-five (35) days before a hearing date is set. This time is for notification of various town boards, allowing them time to respond if they have an interest.

You will be notified by mail of your hearing date. You will be sent a copy of your Public Hearing Notice, Variance and Special Permit conditions, a sample of a sign which must be posted by the applicant on the property fourteen (14) days before the hearing date and remain until after the Board completes the site visit, and an affidavit form for publication and sign.

The applicant is responsible for the publication of the Public Hearing Notice in a local paper, two times, the first a minimum of fourteen (14) days prior to the hearing. You will present copies of those publications to the Board with a signed affidavit at the start of the hearing.

You will also be sent a copy of your abutters list with the amount due to be paid prior to the hearing.

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## **[Application, Request for Abutters List & Fee Schedule](#)**

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## **[Meeting Agenda](#)**